

ACA Online Application How-To: Security

1. Register or log in.

Home Police Records Public Works **Business Licensing** Stormwater

Search Applications



Notice:

This feature requires registration and/or login, please login to continue.

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Login

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)

[Register for an Account](#)

ABOUT COLORADO SPRINGS

LINKS

CONTACT

Olympic City USA

ADA Resources

Contact City Departments

jest....docx

Contractor Suggest....docx

You can choose to save files automatically

[Go to settings](#)

[Don't ask again](#)

2. Under the *Business Licensing* tab, agree to the terms and conditions prompt and click *Continue Application*.

Home Police Records Public Works **Business Licensing** Stormwater

[Create an Application](#)

[Search Applications](#)

Online Application

Welcome to the City Clerk's Online Business Application System. Using this system, you can submit and update

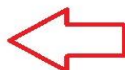
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before

Communications via Web Site

Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Agency or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the Agency or any of its agencies, officers, employees, agents, or representatives, where notice to the Agency is required by any federal, state or local laws, rules or regulations.

☐ I have read and accepted the above terms.

[Continue Application »](#)



3. Choose **Security License Application** and click **Continue Application**.

Select a Record Type

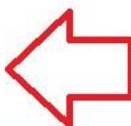
Choose one of the following available record types from the "Busir

Option 1.



► Business

- ☐ Contractor Application
☐ Security License Application




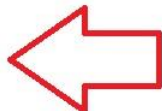
4. In step 1 of the application flow, enter the security agency's business trade name in the **Business Name/Applicant Name** field if applying for a Contract Security Agency License. If applying for a Private Security Guard License, enter the officer's first and last name in this field.


Step 1: Step 1 > Page 1

Detail Information

If applying for a company license, enter the business trade name below. If applying as an individual, enter your name. Please leave the "General Description" section blank.

Business/Applicant 
Name



General Description: 

5. If applying for a Security Agency License, add the company information as a contact in the next step under the **Applicant** option. If applying for a Private Security Guard License, enter the officer's personal information under the **Applicant** option.

Contact List

Select Contact Type



*Type:

Applicant ▼

Continue

Discard Changes

Contact Information

* First:

1ST NAME

Middle:

* Last:

LAST NAME

Name of Business:

NAME OF SECURITY AGENCY

Country:

United States

* Address:

123 MAIN ST

* City:

COLORADO SPRINGS

* State:

CO

* Zip:

11111

Home Phone:

Work Phone:

Mobile (or Primary) Phone:

1112223333

Fax:

6. If applying for a Security Agency License, add all additional relevant principals, managing agents, and the registered agent for service in the same fashion, ensuring personal (as opposed to business) information is provided for all individuals. If the personal details for any of the individuals listed here is on file from when you registered the account, you may import their data here by clicking the *Select from Account* option.

If applying for a Private Security Guard License, additional contacts are unnecessary; simply move forward in the application.

✓

Applicant

1

Select from Account

Add New

✓

Contact added successfully.

Showing 1-1 of 1

| Full Name | Business Name | Contact Type | Work Phone | Fax |
|--------------------|-------------------------|--------------|------------|-----|
| 1ST NAME LAST NAME | NAME OF SECURITY AGENCY | Applicant | | |

7. Select which license type for which you are applying from the *Type of License* drop-down menu, and answer the questions in the *Custom Fields* step of the application flow. **Note, the system generates different questions depending upon which license type you seek. For Contract Security Agency Licenses, the Secretary of State number must be provided.**

Step 1: Step 1 > Page 2

Custom Fields

LICENSE INFORMATION

* Type of License:

Contract Security Agency

Colorado SOS Entity ID:

123456789

FEIN:

Website:

www.securityagency.com

Business Type:

LLC

Have you submitted for uniform approval:

☐ Yes ☒ No

Do you provide On Site Services:

☒

Do you provide Vehicle Patrol services:

☒

Use of Autos:

☒ Yes ☐ No

CRIMINAL HISTORY

Has the applicant or any principal or managing agent ever been convicted of operating as an individual or a business without a license:

☐ Yes ☒ No

Has the applicant or any principal or managing agent ever been

☐ Yes ☒ No

Step 1: Step 1 > Page 2

Custom Fields

LICENSE INFORMATION

* Type of License:

Private Security Guard

Is the agency you're working for licensed:

☒ Yes ☐ No

Has your agency given you a completed Request for Issuance dated within the last 30 days:

☒ Yes ☐ No

Do you provide armed services:

☐

Do you provide unarmed services:

☒

Applicant date of birth:

01/01/1990

Have you completed a Basic Security Officer Training Program with a minimum score of seventy-five percent (75%):

☒ Yes ☐ No

Do you intend to complete Basic Security Officer Training Program within the next ninety (90) days:

☐ Yes ☒ No

Are you seeking Firearm endorsement:

☒ Yes ☐ No

Are you seeking Concealed Firearm endorsement:

☐ Yes ☒ No

Are you seeking CEW (Conductive Energy Weapon) Endorsement:

☒ Yes ☐ No

CRIMINAL HISTORY

Has applicant ever been arrested, charged or convicted of ANY criminal offense:

☒ Yes ☐ No

Has the applicant or any principal or managing agent ever been convicted of operating as an individual or a business without a license:

☐ Yes ☒ No

Has the applicant or any principal or managing agent ever been arrested, charged, or convicted of any criminal offense:

☐ Yes ☒ No

8. In the *Custom Lists* flow of the application, Private Security Guard License applicants must enter the license number for his or her employing contract security agency. Contract Security Agency applicants may skip this step.

Custom Lists

EMPLOYER AGENCIES

Employer Agency's license number can be found on the Request for Issuance form or contact your Agency.

Showing 0-0 of 0

| Agency License Number |
|-----------------------|
| No records found. |

Add a RowEdit SelectedDelete Selected

9. In the following *Custom Lists* fields, provide the previous 5 years residence and work history. If applicable, also provide criminal history details, regardless of disposition or length of time that has passed since the charges, arrests, or convictions occurred.

WORK HISTORY

List applicant work history for the past five years.

Showing 0-0 of 0

| First Name | Middle Name | Last Name | Employer | Job Title |
|-------------------|-------------|-----------|----------|-----------|
| No records found. | | | | |

Add a RowEdit SelectedDelete Selected

CRIMINAL AND LICENSE HISTORY

Has the applicant or any principal or managing agent ever been arrested, charged, or convicted of any criminal offense? If yes, explain.

Showing 0-0 of 0

| First Name | Middle Name | Last Name | Role | Type of History |
|-------------------|-------------|-----------|------|-----------------|
| No records found. | | | | |

Add a RowEdit SelectedDelete Selected

ADDRESSES LAST FIVE YEARS

List applicant address history for the past five years.

Showing 0-0 of 0

| First Name | Middle Name | Last Name | Address |
|-------------------|-------------|-----------|---------|
| No records found. | | | |

Add a RowEdit SelectedDelete Selected

10. If applying for a Contract Security Agency License, enter the details of the automobile, general liability, and workers' compensation policies in the *Insurance* fields of the *Custom Lists*.

If you are applying for a Contract Security Agency License, you must also provide details of the automobile, general liability, and workers' compensation policies in the *Insurance* fields of the *Custom Lists*.

workflow. Ensure an entry is provided for each policy. If your agency is not required to carry workers' compensation by State law, or you are not using vehicles and therefore do not require automobile insurance, type *WAIVED* in the policy number fields and enter the policy expiration date as 01/01/2001.

INSURANCE

If you are applying for a Security Agency License, submit the applicable insurance information.

]

Showing 1-1 of 1

| <input type="checkbox"/> | Policy Holder | Insurance Agency Name |
|--------------------------|---------------|-----------------------|
| <input type="checkbox"/> | COMPANY NAME | N/A |

Add a Row



Edit Selected

Delete Selected

Continue Application »

INSURANCE

If you are applying for a Security Agency License, submit the applicable insurance information. Please reference the City Clerk's website to obtain required documents.

Policy Holder:

COMPANY NAME

Insurance Agency Name:

N/A

Policy Number:

WAIVED

Type of Insurance:

Auto Insurance

Expiration Date:

01/01/2001



Submit

Cancel

11. In step 2 of the workflow, click **Add** to attach all required documentation. For Security Agency Licenses, attach the color photographs of the front and back of the uniforms, ensuring all badges and patches are legible and compliant with City Code; the color photographs of both sides of the security vehicles, ensuring the verbiage is compliant; the Secretary of State Trade

Name Registration and/or Certificate of Good Standing; the insurance Acord documents; and any other required documentation.

For Private Security Guard Licenses, attach the Request for Issuance, ensuring it is dated within the last 30 days and was completed in its entirety by an authorized manager for the employing security agency; all applicable training certificates; the Lawful Presence Affidavit, ensuring only ONE option was checked on the form; and any other required documentation.

Attachments are required. Once all necessary documents have been uploaded, click *Continue Application* to move forward to Step 3.

Security License Application

| | | |
|----------|----------|---|
| 1 Step 1 | 2 Step 2 | 3 |
|----------|----------|---|

Step 2: Step 2 > Page 2

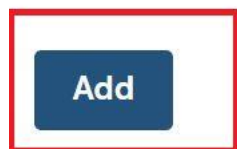
Attachment

If you are applying for a Security Guard License, please attach your *Agency Request for Issuance, Application*.
If you are applying for a Security Agency License, please attach your uniform and vehicle photos, secretary

The maximum file size allowed is 1000 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc;

| Name | Type | Size | |
|-------------------|------|------|--|
| No records found. | | | |



12. In step 3 of the workflow, review all information for accuracy. At the bottom of the page, read the language in the certification window, and check the box below it to confirm you understand and agree. Then move forward by clicking *Continue Application*.

may provide any required or permitted process, notice, order, or correspondence relating to this application, including any renewals, by e-mail to the e-mail address provided.

By submitting this application, you understand and acknowledge that the City Clerk's Office

13. In step 4 of the workflow, review the payment information for accuracy, and click *Check Out*. The next screen will review all items in your cart. Click *Checkout* again to move forward with paying the license fees.

Security License Application

| | | | | |
|----------|----------|----------|------------|-------------------|
| 1 Step 1 | 2 Step 2 | 3 Review | 4 Pay Fees | 5 Record Issuance |
|----------|----------|----------|------------|-------------------|

Step 4: Pay Fees

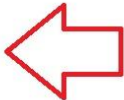
Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

| Fees | | | Qty. | Amount |
|-----------------------------|--|--|------|----------|
| Security Agency License Fee | | | 1 | \$110.00 |
| TOTAL FEES: \$110.00 | | | | |

Note: This does not include additional inspection fees which may be assessed later.

Check Out »



14. Submit payment details and click **Submit Payment** to finalize.

Payment Options

Amount to be charged: \$110.00

- ☒ Pay with Credit Card
☐ Pay with Bank Account
-

Credit Card Information:

| | | |
|-----------------|------------------|--|
| * Card Type: | * Card Number: | * Security Code:  |
| Visa ▼ | 1234432112344321 | 123 |
| * Name on Card: | * Exp. Date: | |
| FIRST LAST | 01 ▼ | 2021 ▼ |

Credit Card Holder Information:

☐ Auto-fill with SHANE ARRA ▼

Country:

United States ▼

* Street Address:

123 MAIN ST

| | | |
|----------------|----------|--------|
| * City: | * State: | * Zip: |
| COLORADO SPRIN | CO | 80903 |

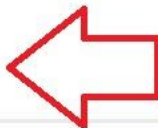
* Phone:

1112223333

E-mail:

EMAIL@EMAIL.COM

Submit Payment »



15. Once you receive payment confirmation, the application has been sent to the City Clerk's office for review. Please note, the license is not yet issued at this stage. If any additional information is required, City Clerk general business licensing staff will contact the e-mail address provided for the Applicant. Otherwise, the license will be issued by City Clerk staff and mailed to the address provided for the Applicant.

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| | | |
|----------------------|-----------------------|---------------------------|
| 1 Select item to pay | 2 Payment information | 3 Receipt/Record issuance |
|----------------------|-----------------------|---------------------------|

Step 3: Receipt/Record issuance

Receipt



Your request has been successfully submitted.
Please print or retain a copy of your request for your records.